

United States Government

Department of Energy

Albuquerque Operations Office

# memorandum

DATE: January 18, 2000

REPLY: AL/WMD/P2 (Mike Sweitzer, 505-845-4347)

SUBJECT: Guidance for the Calendar Year 1999 *Annual Report of Waste Generation and Pollution Prevention Progress*

TO: Those on the Attached List

The Albuquerque National Pollution Prevention Program is responsible for the development, management, and distribution of the Calendar Year (CY) 1999 edition of the *Annual Report of Waste Generation and Pollution Prevention Progress* (Annual Report), as delegated by the Pollution Prevention Team, EM-22. Please note that the information you provide for the Annual Report will be made available to the public as part of the Central Internet Database, as required by the settlement agreement between the Natural Resources Defense Council (NRDC) and the U.S. Department of Energy.

This memorandum contains guidance for preparation and submission of your site's CY 1999 Annual Report data. Your continued support and timely input to the data collection process will facilitate the production of this Annual Report, which is scheduled for distribution in August 2000. A preliminary schedule of the CY 1999 Annual Report production deadlines is attached for your information (Attachment 1). Please be advised that for the year 2000 and beyond, the Annual Report will be based on fiscal year data.

## **General Guidance on Reporting Data and Getting Started**

In our continuing effort to streamline the Annual Report preparation process, data for this report will be collected via the Internet through the EM-22 Pollution Prevention Team Web site at: **HTTP://TWILIGHT.SAIC.COM/WASTEMIN/**. Detailed instructions on how to enter data are located on a **Help** page on the Web site. To access this page, select the **Data Collection** option on the Home page, choose your **Operations Office**, then select the **How to Enter Data** option.

**Please note that all sites must report, there are no exemptions.**

## **Data Entry Guidance**

Data entry access for each site is restricted by password protection. Sites currently providing Quarterly Accomplishment data are to use their current password to enter waste generation data, recycling data, and general site information. Sites that have not provided Accomplishment data on a quarterly basis (Attachment 2) must enter their Annual Report data by using the same password provided during the 1998 Annual Report data collection process. Data entry must be completed by **March 10, 2000**.

Accomplishments collected on a quarterly basis throughout CY 1999 will be rolled up for the CY 1999 Annual Report. However, sites may have significant pollution prevention related accomplishment data that have not previously been reported. Sites are asked to input this data now, so that all significant pollution prevention accomplishment data is captured in the Annual Report. If you have any questions about your password or the reporting process, please call Mark Huffman at the WasteMin Hotline, 301-353-8379.

Attached to this memorandum is a list of data elements that are required for the CY 1999 Annual Report (Attachment 3). Please note that for each waste type reported, you must provide an explanation for generation amounts reported for CY 1999 which differ from CY 1998 reported amounts by more than 20 percent.

### **Submitting Your Site's Data**

After your site's CY 1999 Annual Report data have been entered, you can review and print your data by using the **Standard Data Report** option on the Web site. Before the data can be submitted, you will need to print the Standard Data Report and forward the printed copy through the authorized signature chain at your site (i.e., site environmental manager or equivalent), for concurrence. When the concurrence process is complete, please submit the signed Standard Data Report to: Mr. Mark Huffman, Science Applications International Corporation (SAIC), 20201 Century Boulevard, Germantown, MD 20874.

Thank you for helping us to achieve our goal of producing the CY 1999 Annual Report in a timely manner. If you have any questions or comments regarding the Annual Report process, please call Mark Huffman at the WasteMin Hotline, 301-353-8379 or Christina Houston, DOE-AL, 505-845-5483, or E-mail to [chouston@doeal.gov](mailto:chouston@doeal.gov).

*Original Signed By*

Mike Sweitzer, Manager  
AL National Pollution Prevention Program

### 3 Attachments

cc w/attachments:

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N. Williams, DOE-AAO  
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J. Cook, NETL-Morgantown  
B. Webster, NETL-Pittsburgh  
C. Flinn, Albany Research Center  
D. Alleman, National Petroleum Technology Office  
D. Miles, Naval Petroleum & Oil Shale Reserves (CO, UT, WY)  
B. Smith, SPRMO  
G. Cook, Bechtel Nevada  
J. Lloyd, Southeastern Power Administration  
D. Dossett, Southwestern Power Administration  
G. Iley, WAPA  
C. Hollander, Strategic Petroleum Reserves Office  
G. Ashby, Western Environmental Technology Office  
K. Worth, Yucca Mountain Project Office  
A. Dutcher, GJO  
B. Schlosberg, Allied Signal, FM&T  
T. Starke, LANL  
D. Wilburn, LANL  
J. Luginbyhl, Pantex  
K. Molley, SNL-NM  
S. Raubfogel, SNL-CA  
C. Woodin, WIPP

P. Waters, Ames Lab  
K. Trychta, ANL-E  
A. Collins, ANL-W  
G. Goode, BNL  
A Crescenzi, EML  
K. Isakson, Fermi  
E. Dallman, New Brunswick Laboratory  
T. McGeachen, PPPL  
J. Griffin, Lockheed Martin Idaho Technologies - INEEL  
S. Worsham, LBNL  
J. Celeste, LLNL  
R. Cellamare, Stanford Linear Accelerator Center  
J. Eide, Battelle Columbus Laboratory  
R. Rothman, Mound  
J. Britcher, RMI Environmental Services  
A. Al-Daouk, West Valley Demonstration Project  
A. Tallent, Eastern Tennessee Technology Park  
T. Wantland, Oak Ridge Institute for Science and Education  
S. Michaud, ORNL  
E. Irwin, OR/Y-12  
W. Edmonds, OSTI  
G. Belcher, Paducah Gaseous Diffusion Plant  
M. Newmann, Portsmouth Gaseous Diffusion Plant  
B. Morgan, Thomas Jefferson National Accelerator Facility  
T. Pauling, Weldon Spring Remedial Action Project  
P. Segall, Fluor Daniel Hanford  
E. Raney, PNNL  
P. Mottel, SRS-Westinghouse

**Attachment 1**

**Preliminary Schedule for the Calendar Year 1999**  
***Annual Report of Waste Generation and Pollution Prevention Progress***

<b>Activity</b>	<b>Completion Date</b>
Complete development and testing of data collection pages on the EM-22 Web site, and activate pages for data entry	1/31/00
Due date for waste generation and recycling data from reporting sites, data base closes	3/10/00
Complete first draft of the Annual Report	5/23/00
Complete DOE Site review of Draft Report, receive comments	6/21/00
Incorporate comments from the sites, Albuquerque, and the Pollution Prevention Team	7/11/00
Incorporate final comments, prepare final report for publication, submit to printer	7/18/00
Distribute Annual Report	8/29/00

**Attachment 2****Sites That Have Not Provided Accomplishment Data on a Quarterly Basis for 1999**

<b>Ops Office</b>	<b>Site Name</b>
AL	Sandia National Laboratories/California
BPA	Bonneville Power Administration
CH	Ames Laboratory
CH	Environmental Measurements Laboratory
HQ	Federal Energy Technology Center – Pittsburgh
HQ	Office of Scientific and Technical Information
HQ	Southeastern Power Administration
HQ	Southwestern Power Administration
HQ	Strategic Petroleum Reserve Project Management Office
HQ	Western Area Power Administration
HQ	Yucca Mountain Site Characterization Office
OR	Oak Ridge Institute for Science and Education
OR	Thomas Jefferson National Accelerator Facility
OR	Weldon Spring Site Remedial Action Project

**Attachment 3****Data Elements Required for the Calendar Year 1999**  
***Annual Report of Waste Generation and Pollution Prevention Progress*****Waste Generation Reported by PSO**

The following waste types must be reported as Routine Operations or Cleanup/Stabilization, in liquid or solid forms:

- High-Level
- Transuranic
- Mixed Transuranic
- Low-Level Radioactive
- Low-Level Mixed

The following waste types must be reported as Routine Operations or Cleanup/Stabilization:

- RCRA Regulated
- State Regulated
- TSCA Regulated
- Mixed TSCA

Please report all radioactive waste types in cubic meters (m<sup>3</sup>), and hazardous and sanitary solid waste types in metric tons (mt). The Web software will convert other units to the required units when you enter the data. Conversion tables are provided on the **How to Enter Data** page on the Web site.

**Waste Generation Reported by Site**

Sanitary waste must be reported as Routine Operations or Cleanup/Stabilization.

**Recycling Reported by Site**

Sanitary recycling amounts must be reported in the following categories. Please note that recycling amounts are reported site-wide (not by PSO), and amounts are reported in metric tons.

**Paper Products:**

- Office and Mixed Paper
- Corrugated Cardboard
- Phone Books
- Newspapers/Magazines

Aluminum Cans

Glass

Plastic

Styrofoam

Scrap Metals:

Stainless Steel

Copper

Iron

Aluminum

Lead

Zinc

Other Scrap Metals

Precious Metals:

Silver

Gold

Platinum

Other Precious Metals

Toner Cartridges

Batteries

Engine Oils

Tires

Food Waste

Concrete

Wood (chips, compost)

Other Recycled Types

**General Site Information**

Each site must provide the following information:

Site Name and Address

Internet E-mail Address

Operations/Field Office Name

PSO and Lead PSO

Points of Contact

Signatures Required for Concurrence